



Executive Member Roles and Responsibilities

President

The president is responsible for the leadership, direction, and coordination of the activities of the Association.

The president is required to:

- a) Preside at all Committee meetings;
- b) Act as a signatory for the Committee in all legal and financial purposes;
- c) Serve as official spokesperson when required;
- d) Work with the Committee to ensure the necessary skills are represented on the Committee and that a succession plan is in place to help find new Committee members when required;
- e) Oversee development of relevant policies, strategic and business plans to achieve the goals of the Committee;
- f) Ensure that a member from the Committee is duly represented as chairperson on any subcommittees formed within the Committee;
- g) Prepare an Annual Election Meeting agenda in consultation with the other Executive members.

Secretary

The secretary is responsible for effective maintenance and management of records of the Committee and to assist the President to perform Committee duties.

The secretary is required to:

- a) Ensure that the records of the Committee are maintained and made available when required by authorised persons;
- b) Maintain the register of members of those registered to participate in the Junior Baseball Competition, including but not limited to full name, date of birth, contact details and any other statutory requirements;
- c) Give proper notification of meetings. Develop and distribute an agenda prior to meetings, in consultation with Committee members;
- d) Manage written Minutes of Committee meetings and distribute to members in a timely manner in addition to providing summaries as required;
- e) Assist with development of aims and relevant business and strategic plans to achieve the goals of the Committee;
- f) Manage general incoming and outgoing correspondence and ensure that accurate and sufficient documentation exists;
- g) Ensure written handover of all relevant information to the incoming secretary;



Competition Coordinator

The Competition Coordinator is responsible for the management of the club competition including the finals series and assist with any other tournament/gala days and/or development programs run by the Committee or Affiliate Clubs.

The Competition Coordinator is required to:

- a) Liaise with the Affiliate Club Registrars to ensure that all players, team management, club officials and volunteers are registered on the approved BBNSW platform and are compliant with relevant statutory requirements;
 - b) Maintain a register of all players, team management, club officials and volunteers to assist the Secretary with the maintenance of the Register of members;
 - c) Liaise with the Competition Scheduler to produce the game schedule for each division within the competition utilizing the required competition platform;
 - d) Liaise with the Competition Recorder to record all game results and maintain the division tables utilizing the required competition platform;
 - e) Liaise with the Competition Recorder review the competition result sheets on a regular basis and notify the Committee of any breaches of the playing rules found;
 - f) Manage the finals series for each age group in conjunction with the Host club, including: 1. Maintain a register of players and team management for each team participating in round of the final series;
 - g) Liaise with the Competition Scheduler to develop and publish the finals schedule for each round of the final series;
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- 1. Liaise with the Competition Recorder to confirm the result of each game in each division for each round to the final series and compliance with the competition rules;
 - 2. Ordering of trophies, pennants, game balls and any other equipment or materiel required for each round of the final series;
 - 3. Liaise with the Host club, Manly Warringah Baseball Umpires, and any other relevant persons to manage the “on-the-day” running of each round of the final series.



Non-voting Committee Member Roles and Responsibilities

Competition Scheduler

The Competition Scheduler is responsible developing and managing the club competition schedule including the finals series. If required, assist with tournament/gala days and/or development programs run by the Committee or Affiliate Clubs.

The Competition Scheduler is required to:

- a) Produce the game schedule for each round of each division within the competition utilizing the required competition platform;
- b) Liaise with the Competition Recorder to ensure the recording all game results and maintain the division tables utilizing the required competition platform;
- c) Assist the Competition Coordinator with the final series, as required;
- d) Liaise with the Competition Coordinator, as required;
- e) Immediately notify the Committee of any issues arising.

Competition Recorder

The Competition Recorder is responsible for the management of the prescribed platform for the recording of game results and age division tables for the club competition. If required, assist with tournament/gala days and/or development programs run by the Committee or Affiliate Clubs.

The Competition Recorder is required to:

- a) Develop and maintain the reporting method for all game results of all games scheduled for all age divisions of the competition;
- b) Maintain the prescribed platform for the recording of all game results and displaying of age division tables.
- c) Liaise with the Competition Scheduler to ensure the game records are correctly maintained.
- d) Assist the Competition Coordinator with the final series, as required;
- e) Liaise with the Competition Coordinator, as required;
- f) Immediately notify the Committee of any issues arising.